

ENROLMENT POLICY

Policy:

Emmaus College has been established as an ecumenical College primarily to support families who wish to actively develop their faith within a contemporary Christian community. While the main partnership churches involved are the Anglican, Catholic, Lutheran and Uniting, we also welcome families of other faiths who demonstrate commitment to their faith and to the community. Priority for enrolment is given to families of the participating churches.

Guidelines:

1. Enrolment at Emmaus College is subject to an interview with a member of the College Senior Leadership Team and the availability of vacancies within the College. All enrolments will be discussed in connection with our College's Enrolment Policy, which gives preference for placement into our school under the criteria listed below.






Preference will be given to children who are:-

1. *Siblings of children already enrolled at Emmaus*
2. *Children of staff members*
3. *Baptised members of one of the four participating Christian communities*
4. *Members of a Christian family of one of the participating Christian communities*
5. *Members of a Christian family of another Christian community*
6. *Members of families seeking education in a religious context and who seek to share the values and practices of the College*

2. Students enrolling in **Preparatory Year** must have turned 4 by 30 June in the year prior to commencement at Emmaus. Students enrolling in **Year 1** must have turned 5 by 30 June prior to commencing Year 1.

3. Sibling interviews will be completed by the end of term 2. Any sibling applications received after this date cannot be guaranteed a position and may be placed on a waiting list.

4. All enrolments are subject to the discretion of the Principal or his delegate. In addition to the categories outlined above, consideration is also given to a range of additional factors, including:

-  Readiness for school (particularly entry to Preparatory Year and Year One)
-  Previous commitment to Christian schooling
-  Parental expectations in relation to: study commitment, school participation, appropriate behaviour and faith involvement
-  Support available for particular student needs in learning and behaviour
-  Particular family circumstances

5. Special Needs Enrolment. As a Christian school Emmaus welcomes children who have special learning needs. Children who have disabilities of any kind have the opportunity to be enrolled as per the Enrolment and Support Process for Students with Special Needs which is administered by Brisbane Catholic Education. This process helps both parents and the College decide how to best cater for the needs of the child concerned.

Failure to disclose information relevant to the learning and behavioural needs of your child may subsequently result in termination of the enrolment.

6. The College has a commitment to considering the enrolment of students with particular pastoral and social needs.
7. Priority is given to students who are enrolled at a Brisbane Catholic Education school.
8. Parents/caregivers are asked to support the work of the College by volunteering in some capacity to a College activity during the year. A list of possible ways to offer assistance is distributed early in the school year.

Conditions of Enrolment

1. Emmaus College operates from a Christian ecumenical philosophy while being administered and owned by the Archdiocese of Brisbane Catholic Education. All students are required to support the ethos, mission and values of the College, and to participate in the Religious Education and other related programs of the College, including attendance at liturgical experiences and celebrations, retreats and camps, that may be organised from time to time.
2. Students enrolled accept the rules of the College and parents/caregivers cooperate with College staff in implementing the Student Support and Behaviour Management Policy. A summary of the Student Support and Behaviour Management Policy is available to parents.
3. Parents/caregivers agree to support the ethos of the College and participate with the College in the faith development of students.
4. Parents/caregivers undertake to meet financial responsibilities by paying Fees and Levies by the due date.
5. All enrolments must be accompanied by a copy of the student's Birth and Baptismal Certificates and Immunization records.
6. An **Application Fee of \$100 per family** is paid on application for initial enrolment application of one or more children in the family enrolling for the same calendar year. This fee is non-refundable after an interview by the College. Enrolment applications for sibling/s for future calendar years will incur a \$50 Application Fee.
7. An **Enrolment Acceptance Fee of \$150 per student** is required to confirm acceptance of a place at Emmaus College. This Fee is not refundable.

Enrolment Cancellation

Families who are leaving the College need to complete an *Exiting Student Form* (available from the office and the College website) detailing a final enrolment day and a forwarding address. Outstanding fees must be settled by the student's last day at school and any textbook hire materials and library books returned.